

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **March 22, 2012 at 6:00 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: TERRY WATERMOLEN, CHRIS FROELICH, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER, VICKY VAN VONDEREN, and CHRISTOPHER WAGNER

EXCUSED: CARLA BUBOLTZ, DON CARMICHAEL

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman and Curt Beyler (staff), and Kevin Raye (BC Information Services Network Manager and Interim Director)

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVE/MODIFY AGENDA

There were no modifications to the agenda. Motion by Kegel, seconded by Froelich, to approve the agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

There were no communications.

OPEN FORUM FOR THE PUBLIC

No one from the public was present.

INFORMATION SERVICES REPORT ON SERVICES RECEIVED

In addition to the distributed report, I.S. has determined that PCs are needed from UWGB. They offer a valuable upgrade in memory and quality and could potentially last up to two years. Additional funds of about \$6000 will be needed in addition to the budgeted \$10,700. This amount will be taken from the 2011 budget carryover funds. K. Raye projected that late September into early October would be a reasonable target date for installation. Discussion took place about publicizing the library's partnership with UWGB, not only to recognize the University but to keep the County Board and public informed on the savings realized through this arrangement.

K. Raye talked about establishing a YouTube channel. "Brown County TV" could be used not only for programming purposes but as an on-demand service. L. Denault was given administrative rights on the public PCs. This advantage creates better and more direct access to the library's systems – particularly when there are troubleshooting issues. L. Stainbrook mentioned that Camera Corner will be installing a new P.A. system at Central. Al Pedi from I.S. is involved as well as library staff.

FACILITIES REPORT

a. Report of Central Library Renovation Task Force (Kathy Pletcher and John Hickey)

K. Pletcher distributed the handout that was given out at the County Board meeting on 3/21. A copy was also given to the County Executive prior to the meeting. An overview of the County Board meeting was reviewed and discussed. L. Stainbrook would like to put the Boldt contract on the April agenda. While it will be too early to sign, the Board could approve it contingent on the funding (most likely June). The library received its first donation for renovation.

Kevin Raye left the meeting at 6:35 p.m.

b. Central Library Elevator Update

An estimate of \$375,000 was received from Boldt. Public elevator (excluding freight) standards are changing rapidly as is technology. At present, the shafts are too small and would require a major expansion to meet the standards. There is adequate space to expand but this would be costly. At least 13 different possibilities were presented along with the advantages and disadvantages. The project was temporarily put on hold while the approval for bonding was being sought. Now that the bonding was approved, talks regarding the elevators can resume. Acquiring the engineering plans is critical. T. Watermolen wondered if the \$375,000 could be held until the engineering plans are in place and the exact requirements are known. Target engineering may only take 3 months and that would provide good information about the elevators. The County Executive would be informed of this suggestion since he was in favor of the elevator replacement and added that amount into the library's budget.

c. Other Activity

C. Beyer reported that the Central Library's return fan bearing was broken. Because of this, the supply fan is working harder, pressure in the building is increased and heating and cooling the building is more difficult. The east side of the building on both floors is affected. A repair cost will be pursued.

L. Stainbrook mentioned the branch repairs report included in the packet. Money has been spent on branches (less on leased buildings). She noted that additional money has been spent on furniture and equipment. This report focuses on the buildings.

The work flow of the maintenance staff has been reorganized. They now report directly to assigned branches. The time saved from reduced travel between branches is allowing staff to get caught up on work that needed to be done. As a safety and security measure, start times have been adjusted so no one is left alone in a building. The logistics are a little different but the pattern seems to be working well.

ACCOUNTANT'S REPORT

a. **Financial Report** L. Denault distributed the December, 2011 financial report and noted that I.S. chargebacks came in at \$107,000. This amount, almost triple of what was expected was for consulting services and equipment/network replacement. . The amount of funds carried over totals about \$301,000. L. Stainbrook talked about utility costs and significant savings. **Motion** by Kegel, seconded by Froelich, to approve the December, 2011 financial report. **Motion carried.**

b. **Acceptance of Gifts, Grants and Donations** **Motion** by Froelich, seconded by Kegel, to approve the December, 2011 Gifts, Grants and Donation reports as follows:

December 2011

Gifts & Donations

12/01/11	Bharat Pathakjee & Susan Waraczynski	500.00	Adult Materials
12/01/11	Focus on Energy	11,534.00	WH Incentive
12/01/11	James Duffy	974.73	Kress Books on CD
12/07/11	Friends of Brown County Library	1,775.00	Central Tree
12/07/11	Denault Family	54.86	SW Artwork
12/07/11	Nancy Stimart	1,000.00	Library Improvements
12/14/11	Rhoda Esson	500.00	Large Print Materials
12/14/11	Michael Joannes	1,000.00	Teen Summer Reading Prog.
12/14/11	Michael & Susan Smullen	1,000.00	Kress Children's Materials
12/14/11	L.R. Persing	50.00	Library Improvements
12/21/11	Paul & Cathy Polzin-In Honor of George & Louise De Groot	50.00	Denmark Books on CD
12/21/11	Maurice & June Robinson Family Foundation	2,000.00	Library Improvements
12/21/11	Brian Powers - In Recognition of Anita Powers	50.00	Central Children's Materials
12/31/11	Joan Barr	100.00	WH Library Improvements
12/31/11	Dennis Keyzer	60.00	Non-Fiction Materials
12/31/11	Bay Area Genealogical Society	175.00	Local History Materials
12/31/11	Friends of Brown County Library	1,722.62	Library Equip. & Supplies
12/31/11	Friends of Brown County Library	74.72	Pulaski & East supplies
12/31/11	Friends of Brown County Library	4,770.00	Battery Powered Vacuums
12/31/11	Friends of Brown County Library	1,577.57	Library Signage Labor
12/31/11	Friends of Brown County Library	670.00	Kress Shelving
12/31/11	Friends of Brown County Library	22,368.00	WH Self-Check
12/31/11	Branch Buddies of Brown County Library	80.00	Kress Performer
12/31/11	FBCL/Wrightstown Area Library Committee	2,336.45	Wri Operating Expenses
12/31/11	FBCL/Wrightstown Area Library Committee	5,379.86	Wri Operating Expenses
12/31/11	Gates Grant	(4,373.22)	Defer Revenue to 2012
12/31/11	Ashwaubenon	58.49	Donation Box
12/31/11	Adult Services	10.63	Donation Box
12/31/11	Bookmobile	6.00	Donation Box
12/31/11	East	94.33	Donation Box
12/31/11	Weyers/Hilliard	55.58	Donation Box
12/31/11	Central Circulation	103.69	Donation Box
12/31/11	Kress	54.30	Donation Box

12/31/11	Pulaski	22.12	Donation Box
12/31/11	Southwest	26.00	Donation Box
12/31/11	Wrightstown	32.70	Donation Box
Total Donations		\$ 55,893.43	

Federal & State Grants

12/31/11	Nicolet Federated Library System	\$ 1,914.12	Continuing Education
12/31/11	Nicolet Federated Library System	519.14	Collection Development
12/31/11	Nicolet Federated Library System	314.12	Technology Grant
12/31/11	Nicolet Federated Library System	(7,594.12)	Defer Gates Match to 2012
12/31/11	U.S. Dept. of Housing & Urban Development	275,639.30	Skylight Project
Total Federal & State Grants		\$ 270,792.56	

Motion carried.

2012 BUDGET

a. Carryover Funds

The carryover balance is \$301,164. L. Stainbrook recommends \$96,619 to balance the 2012 budget; \$64,000 for books, periodicals and subscriptions on order as of 12/31/11; \$4,736 for the purchase order issued for wireless printing at the East, Weyers-Hilliard and Kress branches; \$5,846 for reupholstering chairs at the Kress Branch; \$2,858 (grant carryover) for public laptops; and \$6,000 for UWGB laptops.

After these designations, the balance available could be applied to maintenance and energy conservation methods. Demand control ventilation had not been previously done. Implementing this measure could have a rapid return on investment; a condenser at Ashwaubenon would help with humidity; new lamps at Kress would have payback; expansion panel at Kress would have a good payback, etc. **Motion** by Kegel, seconded by Pletcher to approve the allocation of \$6,000 for UWGB computers and to approve expenditures of carryover funds and maintenance priorities as recommended by C. Beyler and L. Stainbrook. **Motion approved.**

APPROVE BUDGET ADJUSTMENT TO INCREASE THE ACTUAL AMOUNT OF GRANT DOLLARS AVAILABLE FROM NICOLET FEDERATED LIBRARY SYSTEM OVER THE BUDGET AMOUNT

Motion by Hickey, seconded by Pletcher, to approve the budget adjustment of \$33,784 to increase the actual amount of grant dollars available from Nicolet Federated Library System over the budget amount. **Motion carried.**

RFID UPDATE

Progress continues. Tagging is underway at the Central Library.

REPORT OF WORK RULES COMMITTEE

L. Hoffman reported the committee has been talking about job descriptions in relation to performance evaluations. Information is being collected from clerks and Para-professionals to determine distinctions between positions. As an example, the job duties of a Library Associate and Senior Library Assistant, while once distinct, have evolved into nearly the same but a pay differential still exists. The committee is examining the functions of these jobs in the branches and Central. These determinations will help in making decisions in the pay structure.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update

No report.

PRESIDENT'S REPORT

No report.

DIRECTOR'S REPORT

C. Wagner asked about Central's people count. It is known that the counters are inaccurate so the numbers collected are a best guess. Safety at night is not really an issue. The library is really no different than any other public building (mall, department stores). Security cameras have proven helpful and additional cameras will be installed. Behavior issues are often with repeat customers and employees have been given strategies and tools to deal with these issues. For the most part, staff handles these situations well.

L. Stainbrook, L. Hoffman and S. Lagerman attended the Public Library Conference. The programs were excellent as were the exhibits. All agreed it was a valuable conference.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Van Vonderen, seconded by Froelich, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:15 p.m.

NEXT REGULAR MEETING

April 19, 2012
Central Library
515 Pine Street, Green Bay
6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary
Sue Lagerman, Recording Secretary